

Legislative Management Appropriations Informational Hearing

Questions and responses from the August 10, 2020 Hearing

What have your expenses been thus far that would be deemed COVID related? Please provide detail.

Below is a high-level breakdown of the COVID related expenditures for FY '20:

House of Representatives Remote Voting Enhancement	\$210,000
Software to Conduct Virtual Meetings	10,000
Constituent Outreach	170,000
Cleaning Supplies and Building Modifications	25,000
PPE Supplies	16,000
Training, etc.	7,000

For Fiscal Year 2021, we have already spent \$23,230 for cleaning supplies, PPE, constituent outreach and building modifications.

Which of these expenses may be ongoing?

We have encumbered funds of \$160,500 to complete the House Chambers remote voting system, IT infrastructure to support teleworking, constituent outreach, training and PPE supplies.

Have you received or sought federal reimbursement for the COVID expenses?

Legislative Management has notified FEMA that we will be submitting for reimbursement once a deadline is established.

OPM's instructions require agencies to contact their budget analyst to begin the process for applying for Coronavirus Relief Funds (CRF). Legislative Management sent a request to OPM on Tuesday August 11, 2020 and we are awaiting a response.

A copy of the request is attached.

What steps have you taken to ensure the public safety of anyone in the Capitol complex upon re-entry?

Steps taken to ensure public safety in the Capitol Complex:

A team of partisan and nonpartisan staff worked together to create a return to work plan. Our primary goal is to keep the staff and legislators safe and healthy. Highlights include:

- Staggered work schedules designed to limit staff exposure to each other and allow for deep cleaning of the Complex
- New workplace guidelines – including –
 - *Temperature scans for anyone entering the buildings
 - *Requiring masks to be worn in all public areas

*Limiting the use of conference rooms, office kitchen areas, any area people would normally gather

*Social distancing signage throughout the Capitol Complex

*Limiting elevator usage to 2 people at a time

*Cafeteria is closed until further notice

- Cleaning schedule – our maintenance vendor, SMG, has done a fantastic job establishing new cleaning protocols. In the recent Senate special session, they could be seen cleaning microphones, chairs and desks.
- Safety measures at the entrances of the buildings. Capitol Police take temperatures, provide masks to those who don't have them and limit touching of surfaces by pegging open the doors of the vestibules.
- Plexiglass partitions in our front office areas, house chamber and other areas where staff work in close proximity with no barriers currently in place.
- Provide COVID safety bags to each legislator and staff person - masks, gloves, sanitizer, etc.
- Use of Zoom meetings upon our return. With the staggered schedules and the need to social distance we will still need to limit face-to-face meetings. We will continue to utilize Zoom even if staff are in the buildings.

Until we obtain a better understanding of how the new guidelines impact the building operation when legislators and staff return, we are not allowing the general public in the buildings.

Will the general public be allowed in the LOB/Capitol?

Not initially, we plan to wait at least thirty days after the legislators and staff return to the building. Members of the public can request to meet with legislators and other partisan staff by appointment only. Designated locations will be established for these meetings to limit contact with others at the Capitol Complex.

Do you have any projections for “needs” upon re-entry? New items.

As we finalize the building re-opening plans, additional expenditures are expected.

The more costly items include:

The Senate is reviewing options for remote voting

Building modifications will be ongoing including revamping the cafeteria and converting various fixtures to touchless

Equipment and supplies needed for deep cleaning efforts

IT infrastructure to provide enhanced cyber security for staff working remotely

Providing PPE items to Legislators, staff and the public

Is there any other information that you can provide that would help us understand how OLM has made efforts to return to work?

We have outlined our return to work plan above and will keep the Committee informed, as appropriate.

Other Information:

Please find attached the following:

Correspondence to OPM requesting to add Legislative Management to the next Bond Commission Agenda

Correspondence from DAS thanking Legislative Management for providing resources in vetting Personal Protective Equipment vendors to ensure the State was obtaining the correct equipment and supplies from qualified vendors.

Harnick, John

From: Skehan, Susan
Sent: Tuesday, August 11, 2020 1:30 PM
To: Jaramillo, John (John.Jaramillo@ct.gov)
Cc: Tamburro, Jim; Harnick, John; Matthews, Barbara
Subject: Request for CRF Allotment

Hi John,

I hope you and your family are safe & healthy!

We are contacting you regarding the availability of CRF reimbursements for expenditures incurred due to COVID 19 at the Connecticut General Assembly.

Below is a high-level breakdown of the COVID related expenditures for FY '20:

House of Representatives Remote Voting Enhancement	\$210,000
Software to Conduct Virtual Meetings	10,000
Constituent Outreach	170,000
Cleaning Supplies and Building Modifications	25,000
PPE Supplies	16,000
Training, etc.	7,000

For Fiscal Year 2021, we have already spent \$23,230 for cleaning supplies, PPE, constituent outreach and building modifications and have encumbered funds of \$160,500 to complete the House Chambers remote voting system, IT infrastructure to support teleworking, constituent outreach, training and PPE supplies. As we finalize the building re-opening plans, additional expenditures are expected.

The more costly items include:

- The Senate is reviewing options for remote voting
- Building modifications will be ongoing including revamping the cafeteria and converting various fixtures to touchless
- Equipment and supplies needed for deep cleaning efforts
- IT infrastructure to provide enhanced cyber security for staff working remotely
- Providing PPE items to Legislators, staff and the public

Please let us know what additional information is needed for OPM to allot funds to Legislative Management in the Coronavirus Relief Fund SID (29561) in Fund 12060.

Thank you! Hope you have a great rest of the day!

SAS

Susan A. Skehan
Financial Services Supervisor

The Connecticut General Assembly

Joint Committee on Legislative Management

Martin M. Looney
Senate President Pro Tempore

Bob Duff, *Senate Majority Leader*
Leonard Fasano, *Senate Republican Leader*

Jim Tamburro
Executive Director



Joe Aresimowicz
Speaker of the House

Matthew Ritter, *House Majority Leader*
Themis Klarides, *House Republican Leader*

August 4, 2020

Secretary Melissa McCaw
Office of Policy and Management
450 Capitol Avenue
Hartford, CT 06106-1308

Dear Secretary McCaw:

I am writing as a follow up to my correspondence to you dated April 16, 2020 as attached. The Office of Legislative Management requested the following amounts \$1,800,000, \$15,000,000, and \$1,700,000 related to PA 20-1 Secs 2(a)(1), (2), and (3), respectively to be included on the next Bond Commission meeting agenda. These funds are needed to replace, repair and repave the roads and sidewalks at the State Capitol Complex, to complete alterations, renovations and restoration to the State Capitol building, including interior and exterior restoration and compliance with the Americans Disabilities Act, and to repair exterior masonry and replace windows at the Old State House.

As stated in our previous communication, we need these funds as soon as possible in order to insure continued operations and to coordinate around the 2021 Legislative Session. These are significant projects that involve finalizing specifications for bidding, receiving and scheduling in order to meet that deadline.

I am seeking your assistance to have these items placed on the next available State Bond Commission meeting agenda. John Harnick, Financial Administrator, and I are available to discuss this matter with you in greater detail. Please contact John Harnick via email at John.Harnick@cga.ct.gov.

We look forward to hearing from you on this important matter. Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jim Tamburro", with a long horizontal flourish extending to the right.

Jim Tamburro
Executive Director

Enclosure

The Connecticut General Assembly

Joint Committee on Legislative Management

Martin M. Looney
Senate President Pro Tempore

Bob Duff, *Senate Majority Leader*
Leonard Fasano, *Senate Republican Leader*

Jim Tamburro
Executive Director



Joe Aresimowicz
Speaker of the House

Matthew Ritter, *House Majority Leader*
Themis Klarides, *House Republican Leader*

April 16, 2020

Secretary Melissa McCaw
Office of Policy and Management
450 Capitol Avenue
Hartford, CT 06106-1308

Dear Secretary McCaw:

Please find enclosed the required documents requesting funds from the State Bond Commission at its next scheduled meeting. The Office of Legislative Management is requesting the following amounts \$1,800,000, \$15,000,000, and \$1,700,000 related to PA 20-1 Secs 2(a)(1), (2), and (3), respectively. These funds are needed to replace, repair and repave the roads and sidewalks at the State Capitol Complex, to complete alterations, renovations and restoration to the State Capitol building, including interior and exterior restoration and compliance with the Americans Disabilities Act, and to repair exterior masonry and replace windows at the Old State House.

We plan to initiate these projects within the next couple months to insure continued operations and to coordinate around the 2021 Legislative Session. Therefore, we must receive these funds as soon as possible to finalize specifications for bidding, receiving and scheduling these projects to meet that deadline.

We are requesting to have these items place on the May 29, 2020 State Bond Commission meeting agenda. Please contact John Harnick, Financial Administrator, at (860) 240-0100 if additional information is required. Thank you in advance for your attention to this matter.

Sincerely,


Jim Tamburro
Executive Director

Enclosure

From: Wilson, Carol <Carol.Wilson@CT.Gov>
Sent: Thursday, April 30, 2020 12:23 PM
To: Harnick, John <John.Harnick@cga.ct.gov>
Subject: RE: Thank you!

Thank you John! Your team has been top notch!

Carol Wilson, C.P.M.
Director of Procurement
Department of Administrative Services
450 Columbus Blvd., Suite 1202
Hartford, CT 06103
TELEWORK PHONE #860-622-9017
Carol.wilson@ct.gov

Connecticut



Our Mission: Deliver value-added procurement programs and services by creating efficiencies, introducing smart technologies, acting with integrity, and providing collaboration and strategic leadership.

From: Harnick, John <John.Harnick@cga.ct.gov>
Sent: Thursday, April 30, 2020 12:18 PM
To: Wilson, Carol <Carol.Wilson@CT.Gov>
Cc: Marquez, Devin <Devin.Marquez@CT.Gov>; Mohr, Tina <Tina.Mohr@cga.ct.gov>; Meddar, Rachel <Rachel.Meddar@cga.ct.gov>; Crockett, Eric <Eric.Crockett@cga.ct.gov>; Geballe, Josh <Josh.Geballe@ct.gov>; Gilman, Michelle <Michelle.Gilman@ct.gov>; Tamburro, Jim <Jim.Tamburro@cga.ct.gov>; Enderlin, Mary <Mary.Enderlin@cga.ct.gov>; Grayson, Lori <Lori.Grayson@cga.ct.gov>
Subject: RE: Thank you!

Carol,

The Legislative Management Team is pleased to be a part of this important effort. The JCLM's Leadership strongly encouraged us to offer our expertise wherever needed. We will continue providing support as long as necessary.

Please let me know if you have other initiatives needing additional support.

John Harnick
Financial Administrator
Legislative Management

From: Wilson, Carol <Carol.Wilson@CT.Gov>

Sent: Thursday, April 30, 2020 11:22 AM

To: Harnick, John <John.Harnick@cga.ct.gov>

Cc: Marquez, Devin <Devin.Marquez@CT.Gov>; Mohr, Tina <Tina.Mohr@cga.ct.gov>; Meddar, Rachel <Rachel.Meddar@cga.ct.gov>; Crockett, Eric <Eric.Crockett@cga.ct.gov>; Geballe, Josh <Josh.Geballe@ct.gov>; Gilman, Michelle <Michelle.Gilman@ct.gov>

Subject: Thank you!

Hi John – Your CGA Fiscal/Procurement team has been amazing and hasn't missed a beat in supporting the State's COVID 19 sourcing efforts. They've been resourceful and helpful to our procurement sourcing team! I know the day will come when they will need to return to the CGA's priorities, and I want you all to know how grateful we are to have the assistance of your staff who have graciously and professionally supported our team and the ESF7 and COVID response efforts.

I've copied key executive leaders so they're aware of how the different branches of state government have come together for the greater good! Thanks again for this much needed support!

Carol

Carol Wilson, C.P.M.

Director of Procurement

Department of Administrative Services

450 Columbus Blvd., Suite 1202

Hartford, CT 06103

TELEWORK PHONE #860-622-9017

Carol.wilson@ct.gov

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